

from Jean

CONFIDENTIAL

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MEMORANDUM FOR: Executive Director-Comptroller
Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Science and Technology

SUBJECT : Inventory of Microform Systems and Equipment

1. The volume of Agency records continues to create a storage problem. Last year's purge resulted in a net gain of only 4,000 cubic feet of storage space. Alternatives other than purging and new construction must be found, and I propose to determine the feasibility of converting large volumes of record material to some type of microform.
2. Several microfilm operations already exist in the Agency, each with its own unique equipment to serve individual requirements of particular components. Several other components have started studies leading to the adoption of their own microform systems. The information processing technology now relates computer and microform systems. Information storage and retrieval systems of the future will require compatible data, equipment, and procedures. If materials stored at the records center are to be converted to microform, it will be necessary that they be retrievable in a form that can be used by the components which have stored them in the first place.
3. To provide for the future I propose first to review the systems and equipment now on hand. We can then evaluate our capabilities and determine a basis for the Agency's overall approach to the use of microforms. In order to identify the resources available, I have requested the Director of Logistics

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